

THE COORDINATED SCHEME FOR IN YEAR TRANSFERS 2012/13

1. Introduction

- 1.1 This scheme is a requirement of the School Admissions Code 2009 and The School Admissions (Admission Arrangements) (England) Regulations 2008. All admission authorities in an area are required to participate in a scheme coordinated by the Local Authority to deal with in year applications for places
- 1.2 The scheme applies to applications from Southampton residents. The scheme will also apply to those who will imminently be Southampton residents and who can supply documentary evidence of a move to Southampton such as exchange of contracts to purchase a house, a signed tenancy agreement, or, for Crown Servants or service families, a posting order.
- 1.3 Applicants for Southampton schools from parents living outside Southampton, and not moving imminently to Southampton, must come via the Home LA.
- 1.4. This scheme applies to all applications for school places at any time, including applications for September start if it is not a normal year of entry.

2. Applications

- 2.1 For consideration for a school place at any school, no matter where in England, Southampton resident parents must make a valid application via the Admissions Team at Southampton City Council. Parents must complete the appropriate In Year Transfer form.
- 2.2 In the case of children already attending a school in Southampton parents must complete the form at their current school. For children attending a school outside Southampton application forms and guidance can be obtained from the SCC website, the SCC Admissions Team, or from schools if the parent approaches a school direct.
- 2.3 The parent may express up to 3 preferences on the application form and rank them in order.
- 2.4 Parents may express reasons for applying for schools on the form.
- 2.5 All completed forms must be returned to the LA for processing. The date of receipt of the form by the LA is the date from which the application becomes effective.

- 2.6 In the case of children currently attending schools within Southampton, the school will give the parent a receipt for the application form and will return the form to the LA by fax, or electronically, with the original signed copy being returned to the LA by the internal postal system.
- 2.7 Supplementary Information Forms (SIFs) which are required by some own admission authority schools to determine priority for admission under their oversubscription criteria must be returned direct to the school and not to the SCC Admissions Team. SIFs will be available from the SCC Admissions Team, the SCC website and from the school. A separate SIF will be required for each school which requires one that the parent applies to.

3. Availability of places

- 3.1 For community and voluntary controlled schools the LA will determine the availability of places by use of its own internally held data or through communication with schools. Own admission authority schools will communicate the availability of places on request by the LA.

4. Consideration of applications and Offer Process

- 4.1 All applications received within each specified application period will be considered together. These periods will be publicised on the SCC website, in community and voluntary controlled school prospectuses, and in the guidance for parents produced by the LA. It is regarded as best practice for own admission authority schools to make the same information available on their websites and in their prospectuses.
- 4.2 Where there are more applications for school places than there are places available the admission authority's published oversubscription criteria will be used to determine the priority each applicant has for a school place. Places will be offered to the highest ranked applicants for each school in order until the available places are filled.
- 4.3 Applications for places at community and voluntary controlled schools will be determined by the LA; ranking of applications for own admission authority schools will be made by the governing bodies of those schools in accordance with the Code and other regulations unless there is an agreement with the governing body that the LA acts on their behalf.
- 4.4 Details of applications for own admission authority schools will be sent to the relevant schools by 3.p.m. on the Friday after the end of an application period. The transfer of data will be made electronically.

- 4.5 These applications will be ranked according to the published admissions criteria of the school. The ranked applications and an update of the waiting list for the relevant year group will be returned to the LA Admissions Team by 12 noon on the Wednesday after the end of the application period.
- 4.6 If a place can be offered at more than one school the parent's highest ranked school at which a place is available will be offered.
- 4.7 In the event that none of the parent's preferences can be met a place will be offered at either the catchment school, or, if that is full, at what ever school is the nearest school to the child's home address that has a vacancy.
- 4.8 Details of applications to schools in other LAs will be passed to the appropriate LA either manually or electronically within 2 school days of the receipt of the application, unless a place can be offered at a higher ranked Southampton school.
- 4.9 If an application is received for a place in a Southampton school the LA will notify the Home LA, manually or electronically, of the availability or other wise of a school place within 2 school days of the determination of applications for the relevant application period

5. Offer letters

- 5.1 Letters informing parents of the outcome of their application for a school place, including applications for places in schools outside Southampton will be sent out by the SCC Admissions Team by second class post on the Friday of the week following the ending of each application window, or confirmation from a neighbouring LA that a place can be offered, which ever is the later.
- 5.2 Offer letters will request acceptance of the offer within 5 school days and also that the parent contacts the school at which the place is offered within the same period to arrange enrollment.
- 5.3 Offer letters will inform parents of their right of appeal against the refusal of a place at any preferred school and also the position regarding any waiting lists for places at the school
- 5.4 The school at which a place is offered will be advised of the outcome of the parent's application by way of a copy of the letter sent to the parent, and other information the Admissions Team has that will enable the school to contact the parent and enroll the child.

6. Entry on to a school roll

6.1 It is expected that a child will be on the roll of a school as soon as possible after an offer is made; in the case of community and voluntary controlled schools the LA will name a date in the offer letter by which a child will be on the roll of the school. **Where additional support is required that is not immediately available and/or there are significant special/medical needs the child should be attending within 15 school days of the date of the offer letter**

7. Fair Access Admissions

7.1 Each LA is required by regulations to operate, and all schools are required to participate in, an In Year Fair Access Protocol which determines the placement of certain specified groups of vulnerable children. If it is determined that an application should be considered by the IYFA Panel under the Fair Access Protocol, the applicant will be informed of the referral to the Panel and of the timescale for consideration of the application. Applicants will be notified by the LA in writing of the outcome of the Panel's decision. Letters informing applicants of the decision of the Panel will be posted within 3 days of the LA being notified of the decision.

8. Children in Care

Applications on behalf of looked after children will be given the highest priority. Upon receipt of appropriately detailed representations from those with legal responsibility for the child supporting the view that admission to a specified school is in the child's best interests, the LA will normally require the admission even where this takes the school over its published admission number (PAN).

9. Waiting Lists

9.1 Unsuccessful applicants for places at community and voluntary controlled schools will automatically have their child's name added to the waiting list for the relevant year group at all schools for which they were unsuccessful. The LA will write periodically to all those on waiting lists to ask if they wish to remain on the list.

9.2 Own admission authority schools can if they wish maintain their own waiting lists. They will inform the LA if a place becomes available. The LA will make the offer of a school place in writing in accordance with paragraphs 5.1 to 5.4 above and 9.4 below.

9.3 A waiting list cannot include a child for whom an application for the school has not been made through the LA.

9.4 When a place becomes available at any school with a waiting list for the relevant year group, the place will be offered by the LA to the child at the top of the waiting list at the end of the application period in which the vacancy is notified to the LA.